



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505
(304) 284-7540 (Phone)
(304) 284-4839 (Fax)

April 5, 2007

WEST VIRGINIA BULLETIN NO: WV440-7-2

SUBJECT: PGM – Review of Open Contract Obligations for April

Purpose: Provide information on the field office requirements mandated by Departmental Regulation 2230-001.

Expiration Date: September 30, 2007

DUE DATE: April 23, 2007

The agency is currently going through a national review of unliquidated obligations mandated by Departmental Regulation 2230-001. This review requires program and/or contracting personnel to determine whether the obligated funds are needed to complete the contract or if they can be de-obligated. Obligations with no activity for the past twelve months will be de-obligated unless there is a documented bona-fide purpose for the obligation to remain and a justification for the period of inactivity.

Since December 2006 each state has received a list of contracts to review. A new list is sent each month, and we have limited the field office involvement to the greatest degree possible. The following bulletins outline the procedures to be used and contain the contract list that need reviewed; “April Open Obligations Audit List for Farm Bill Programs” bulletin **WV300-7-9** and “April Open Obligations for PL534/566” bulletin **WV390-7-4**.

I know this is a busy time, but this is critical mission that has a high priority. West Virginia cannot afford to be late or incomplete, again, in our response to this data call. When you are contacted for requested information, this task will take priority over any other work you are involved with.

Questions should be addressed to your Assistant State Conservationist – Field Operations.

/s/ William O'Donnell, acting for

KEVIN WICKEY
State Conservationist

DIST: A,F



